



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

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COMMISSIONER OF ADMINISTRATION

August 24, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-13

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: U.S. Savings Bond Program

As indicated in several previous OSUP Memorandums, the Division of Administration, Office of State Uniform Payroll has entered into an agreement with National Bond & Trust Company to administer the U.S. Savings Bond payroll deduction program. As a Licensed Issuing Agent of the U.S. Treasury, National Bond & Trust will handle all aspects of the bond program. National Bond & Trust will distribute promotional posters and informational literature, conduct on-site Savings Bond campaigns, issue and mail Savings Bonds to the bond owners, maintain the database of all bond information, and handle all bond related questions via National Bond & Trust's toll-free service line. National Bond & Trust also offers a Bond Continuation Life Insurance program. Participation in either is voluntary.

National Bond & Trust representatives will be contacting each agency location. Please assist them in arranging on-site visits during working hours. In this way each employee will have an opportunity to access information on an individual basis as needed. If there are any questions, please contact National Bond & Trust customer service at (800) 321-8024.

JWC/kmb